



COMMONWEALTH OF VIRGINIA
Department of Criminal Justice Services

P.O. Box 1300 • Richmond, VA 23218

Phone: (804) 786-4700 • Fax: (804) 786-6344 www.dcjs.virginia.gov/pss

Status Hotline
(804) 786-1132
1-877-9STATUS

Bail Bondsman – INITIAL LICENSE APPLICATION – FEE \$900.00 (plus category fee)

IMPORTANT INFORMATION

- A [Fingerprint Application](#), Fingerprint Card and \$50.00 non-refundable fee are required for licensure. The fingerprint package must be submitted within 90 days of submitting the License Application. Please note, a criminal history records check may take up to 45 days to process.
- If you are going to carry or have access to a firearm you must also maintain a Firearms Endorsement and complete all required firearms training. For additional information and forms, please access the [Firearms Endorsement link](#) on the [Virginia Department of Criminal Justice Services \(DCJS\)](#) website.
- Entry-level training must be completed within the 12 months *prior* to your application for licensure. For additional information, please access the DCJS website at www.dcjs.virginia.gov/pss/special/bailbondsman.cfm.
- For eligibility requirements please see [The Code of Virginia Relating to Property and Surety Bail Bondsmen Section §9.1-185.4](#).

Bail Bondsman Category and Fee

☐ Property Bail Bondsman
\$250.00

☐ Agent Bail Bondsman
\$100.00

☐ Surety Bail Bondsman
\$100.00

Applicant Information

SSN or DCJS ID Number:	Last Name:	First Name:	MI:
Mailing Address (Street/Apt.#):		City, State, Zip:	
Email Address:			
Home Phone: ()	Business Phone: ()	Fax: ()	

Employment Information

NOTE: The business name and physical address provided will be posted on the [DCJS Bail Bondsmen Directory](#) webpage according to [Virginia Code § 9.1-185.17](#).

If this is also your home residence and you do not wish to have this information posted, please check here: ☐

Business Name:

DBA/Trade As Name:

Business Physical Address:	City, State, Zip:
Email Address:	
Business Phone: ()	Fax: ()

COMPLETE THE APPROPRIATE SECTION BASED ON THE CATEGORY OF LICENSE YOU ARE APPLYING FOR*(This page may be photocopied if additional space is needed.)***SURETY BAIL BONDSMAN**You must attach **both** of the following:

- Proof of being licensed as a Property & Casualty Agent in the form of a certification issued by the Virginia State Corporation Commission, Bureau of Insurance.
- Copies of each Qualifying Power of Attorney that will be used to provide surety if available. Each must contain the name and contact information for **both** the surety agent and the registered agent. If unable to submit a power of attorney at this time check here. ☐ **You must file the qualifying power of attorney within 30 days of receipt of your temporary letter of licensure.**

PROPERTY BAIL BONDSMANType of Collateral: ☐ Cash ☐ Certificate of Deposit ☐ Real Estate ☐ Other

Total Collateral: \$ Total Liens/Obligations: \$ Total Equity Pledged: \$

Transfer total amounts from the [Property Collateral Verification Form](#)**Please list all Agent Bail Bondsmen in your employment:** *(you may attach additional sheets if necessary)*

Full Legal Name of Agent: DCJS # 99-

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AGENT BAIL BONDSMAN

Full Legal Name of Employing Property Bail Bondsmen: Employer DCJS #: 99-

Employer Signature: Is a power of Attorney on file with DCJS?
☐ Yes ☐ No* (*If "No" please attach)**Affirmation**

I, the undersigned, certify that all information contained on this application and attachments is true, correct, and complete to the best of my knowledge and I have not omitted any pertinent information. I understand that any misrepresentation, falsification or omission of pertinent or material information may be cause for denial or revocation and may result in civil or criminal penalties. I understand that I am responsible for maintaining full compliance with *Virginia Code* Sections §9.1-185 and the Regulations Relating to Property & Surety Bail Bondsmen 6 VAC 20-250.

Print Name: _____

Signature Required: _____ Date: _____
mm/dd/yy**CHECK LIST OF ITEMS TO INCLUDE:**☐ **License Fee — \$900.00**☐ **Property Bail Bondsman Fee — \$250.00**

- [Property Collateral Verification Form](#) and • [Title Certificate Report Form](#) (if applicable)

☐ **Agent Bail Bondsman Fee — \$100.00**

- Power of Attorney from Property Bail Bondsman who substantiates your collateral

☐ **Surety Bail Bondsman Fee — \$100.00**

- Power of Attorney from a Surety Company licensed to do business in the Commonwealth of Virginia

TOTAL FEES ENCLOSED: _____***All fees are non-refundable. Applications received without payment will be returned.***

Submit a check or money order payable to the TREASURER OF VIRGINIA,
or pay by credit card using the [Credit Card form](#) available at www.dcjs.virginia.gov/forms/privatesecurity/pss_cc.pdf
— this form must be included with your application package when paying by credit card.

BAIL BONDSMAN INITIAL LICENSE APPLICATION CHECKLIST

Please use this checklist to ensure you include the appropriate documentation with your application.

PROPERTY BONDSMAN

- ☐ Initial Bail Bondsman License Application
- ☐ Property Collateral Verification Form
- ☐ Fingerprint Processing Application
- ☐ Fingerprint Card
- ☐ Legal Presence Documentation
- ☐ Criminal History Supplemental Form (if applicable)
- ☐ Bail Bondsman Firearms Endorsement Application (if applicable)

Collateral Documentation

Real Estate Collateral

- ☐ Title Certificate Report (report required for each property)
- ☐ Current Tax Assessment or Real Estate Appraisal (required for each property)
- ☐ Powers of Attorney (if applicable)
- ☐ Lien/Obligation Documentation (if applicable)

Cash or Certificates of Deposit

- ☐ Current Financial Statement (required for each account)
- ☐ Powers of Attorney (if applicable)

AGENT BONDSMAN

- ☐ Initial Bail Bondsman License Application
- ☐ Fingerprint Processing Application
- ☐ Fingerprint Card
- ☐ Legal Presence Documentation
- ☐ Criminal History Supplemental Form (if applicable)
- ☐ Bail Bondsman Firearms Endorsement Application (if applicable)
- ☐ Power of Attorney from licensed Property Bail Bondsman

SURETY BAIL BONDSMAN

- ☐ Initial Bail Bondsman License Application
- ☐ Fingerprint Processing Application
- ☐ Fingerprint Card
- ☐ Legal Presence Documentation
- ☐ Criminal History Supplemental Form (if applicable)
- ☐ Bail Bondsman Firearms Endorsement Application (if applicable)
- ☐ Power of Attorney from Surety Company